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Library Trustees Minutes 02-12-2001

Robbins Library Board of Trustees
February 12, 2001

Call to order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

Approval of minutes

Corrections to the minutes of the January meeting were made as follows: 1. In the section on Approval of minutes, the "November" meeting was changed to "December". 2. Under Trust fund report, "Barbara" was changed to "Ms. Muldoon" and "depleting municipal funds" was changed to "spending down municipal funds". 3. In the section on Meeting room policy, the word "independent" was inserted before "recitals and performances". The corrected minutes were approved on a motion by Ms. Lawrence; seconded by Ms. Radochia.

Communications

1. Ms. Loud distributed invitations to the Library Legislative Breakfast that will be held in the Reading Room on Friday, March 2 at 7:30 AM. 2. Ms. Loud told the trustees that, at the suggestion of Ms. Ruderman, excerpts from a recent issue of "Occupational Outlook Quarterly" on the profession of librarianship have been used in a poster, which is on display in the lobby. Copies of the article are also available for the public.

Update on FY2002 budget requests

Our requests for increases totaled approximately \$80,000 for such items as the new town-wide salary plan, utilities, the cleaning service and library materials. The figures for salary increases do not include the librarians' salaries since the contract has not been settled. Since the town is anticipating a deficit, the Finance Committee may require expense budgets to be level-funded. The budget that has been posted to the town web site does not include FY2001 transfers for salary increases, so the figures are incorrect. Saturday hours in the summer do not appear to be feasible at this time. The trustees agreed that the library's proposed budget is fairly modest.

Allocation of donor funds

The total received from the fundraising campaign was \$10,575. The three donors of \$500 and above were sent certificates, designed by Ms. Ruderman, that are suitable for framing. Ms. Loud recommended that the trustees allocate \$5,000 in the following breakdown:

Videos - \$1,000 Audio books - \$1,500 American National Biography - \$2,500

Ms. Lawrence moved to spend the money as recommended. Seconded by Mr. Castiglioni. Motion passed. This will leave \$5,575 in reserve. Ms. Ruderman suggested that we plan for next year's solicitation at the October meeting. The business campaign could be expanded and more names could also be added to the database of individuals. Regular users of the library meeting rooms could be included.

Amnesty week

The Board agreed that the library should conduct a "fine free" week during National Library Week in April.

Meeting room policy

A sentence was added to the policy stating "Rooms are not available to commercial entities or for recitals or musical performances other than by qualifying non-profit organizations". Fees for "after hours usage" were discussed. Also, parking issues were again brought up. Some trustees are in favor of reserving some parking spaces for short-term use (30 minutes). Ms. Loud will discuss this with the Town Manager and the police department.

Furnishing account

There is a balance of \$32,979.00 in this account left over from the library building project. Ms. Loud made a request for the following expenditures from this account:

1. Computer workstation for director's office - \$380 2. Shelving to house videocassettes in the Children's Room - \$5,521.45.

These were approved on a motion by Ms. Ruderman; seconded by Ms. Radochia. Other expenditures from this account are being explored. They include: Displayer for materials in the lobby, re-upholstery of the study chairs in the Children's Room, a glass display cabinet for the Children's Room, free-standing display panels for artwork, new bulletin boards for the first floor and a fee for re-design of the Adult Services workroom.

Ms. Ruderman suggested hiring a designer to recommend overall space planning, including the new books and display areas. She will contact some people working in this field. Once the patio wall repair is complete, the issue of new front doors will be addressed with the Permanent Town Building Committee.

Other

The board approved a conference registration fee for Barbara Fulchino to attend the American Library Association conference in San Francisco in June. Newly passed legislation will make federal funding to libraries for Internet access provisional upon the installation of filtering software (by next October). Legal challenges are expected.

Logo

Trustees adjourned to the Reading Room to examine swatches for a color selection for the library logo. (to match ceiling). Members of the Logo Committee will return on Tuesday to view the final colors in daylight.

Adjournment

The meeting was adjourned at 9:00 PM. The next meeting will be at 7:30 PM on Wednesday, March 14, 2001.

Respectfully submitted,

Cynthia Diminture